Board Meeting Date: May 17, 2006

Item: **Approval of Piggyback Bid with Antioch School District for Purchase of School Supplies**

Report ☐ **Discussion** ☐ **Action** ☒

Overview: Pursuant to Public Contract Code § 20118,

> "...the governing board of any school district, without advertising for bids, if the board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases."

This process is commonly referred to as a "Piggyback Bid".

Last year, the Antioch Unified School District with the Contra Costa County Office of Education, requested sealed bids for *Just In Time Standard School Supply Delivery*, bid # 2005-110. The bid documents also informed potential bidders that it would be available to other school districts as a Piggyback Bid. Southwest School & Office Supply was the lowest responsive and qualified bidder.

Currently, the district practice for buying copier paper is to purchase approximately 1,500 cases at the beginning of the fiscal year and have portions delivered to each site. The paper for the district office is delivered to the Service Center and brought to the district office when needed during the year. Site personnel are responsible for the moving and storing of the paper. This process is a very time consuming task and uses a significant amount of storage space.

The *Just In Time Standard School Supply Delivery* methods allows schools to order paper and other supplies and then have delivery made within twenty-four hours. This delivery schedule significantly reduces the amount of paper and supplies a site must keep on hand, storage space requirements and the labor to move the paper. This method of purchasing paper does increase the cost by approximately $600 per year. However, those costs are easily defrayed by eliminating the storage needs and labor costs related to moving the paper.

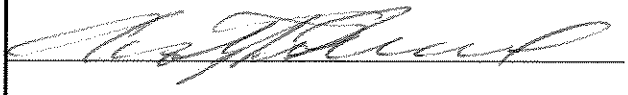
Recommendation:	Staff recommends the Governing Board approve utilizing the Antioch Unified School District's *Just In Time Standard School Supply Delivery* bid # 2005-110, for purchasing paper and other school supplies for the Acalanes Union High School District.
Amount:	N/A
Funding Source(s):	Various
Budgeted:	**Yes:** ☒ **No:** ☐
Prepared by:	Christopher J. Learned Assistant Superintendent Business Services
Reviewed by Signature:	 Christopher J. Learned Assistant Superintendent Business Services
Superintendent's Signature:	Jim Negri, Superintendent

Exhibit:	VIII-I
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